

NATIONAL CAPITAL AUTHORITY

JOB DESCRIPTION: Manager, Work Health and Safety and Risk

Job Summary

Position Title	Manager, Work Health and Safety and Risk
Position number:	78
Classification:	Executive Level 1
Branch	Operations
Immediate supervisor:	Chief Operating Officer
Security clearance required:	Baseline

Who we are

The National Capital Authority is the Australian Government agency dedicated to ensuring that Canberra is planned and designed in accordance with its significance as the National Capital.

Our work encompasses asset management and capital works, urban planning, development approvals, events management, education and leasing and licencing of the diplomatic estate. The value of the asset portfolio managed by the NCA is more than \$1 billion.

The person we are looking for

Reporting to the Chief Operating Officer, the successful applicant will manage all aspects of WHS and Risk for the NCA. The role will involve working with a range of internal and external stakeholders to deliver high quality, WHS services and advice, on matters relating to the internal operation of the agency and externally, in terms of the for the services we provide to the national capital estate and the community.

To be successful in the role, you will have:

- Industry expertise (at least 5 years) delivering workplace WHS and risk programs, services and advice in the public sector and/or commercial environment.
- Collaboration and negotiation experience and demonstrated effective management of contractors and stakeholders to deliver agreed quality WHS services to drive improvement of the WHS management system.
- Demonstrated high level negotiation, influencing and engagement skills and the ability to articulate issues, provide effective solutions and present confidently.
- The skills to provide appropriate high level reporting (verbal and written).
- Initiative, integrity, sound judgment, personal drive, and the ability to think on their feet. They will be able to manage risk and work effectively under pressure and in a changing environment to deliver high-quality advice and outcomes.

Duties

Under broad direction:

1. Engage with internal and external stakeholders on complex and sensitive risk and work health and safety issues to foster a positive risk culture.
2. Provide advice on the application of work health and safety legislation and NCA policies and procedures.
3. Contribute to implementation and continuous improvement of work health and safety management and risk management systems in accordance with legislation and NCA policies.
4. Maintain risk and safety incident registers and provide regular WHS and Risk Reports to the Board, Audit Committee, Executive and WHS Committee.

5. Undertake incident investigations as required and identify corrective actions to reduce risk
6. Evaluate activities and processes for compliance with risk and work health and safety legislation, policies and procedures.
7. Resolve problems using professional expertise, taking initiatives to identify alternate courses of action and implications for work health and safety activities.

Job Skills and Qualifications

- WHS or risk qualifications.
- Demonstrated experience in a WHS position.

Preferred Experience

At least 5 years demonstrated experience working in a client-focused environment, with a strong focus on practical risk and safety management. Experience in managing and investigating incidents would be beneficial.

Demonstrated knowledge of the APS employment framework.

Your application

To apply for the role, candidates must provide:

- a written application (maximum of 2 pages) outlining relevant skills and experience against the duties outlined above
- a current resume
- Supply two current referee names and contact details with your application